Owned by: FGB
Follows HFL Model Policy **CSF0035 Oct 23**
Reviewed : Autumn 2025
To be reviewed: Autumn 2027

‘Learn to love and love to learn; in God’s love each one will shine’.

St. Andrew’s Church of England (VC) Primary School

Health and Safety Policy

Rationale:
Our School Vision is led by the example of St Andrew; *“Come, follow me,” Jesus said, “and I will send you out to fish for people.” (**Matthew 4: 19**)*
Learn to Love- As Jesus showed Andrew how to be the very best of men, so we guide and support our children to become the best that they can be. We teach our children to care and have respect for themselves and others, physically, morally and culturally. Our curriculum is built around the fish symbol to show that the love of God and Jesus is at the very heart of all that we do.
Love to learn- Just as Jesus immediately saw the character and depth of Andrew at that first meeting on the shores of the Sea of Galilee calling him to be his disciple, so we see and encourage the strengths and interests of all our children. We help them become lifelong learners, encouraging and developing their sense of enquiry and aspiration.
In God’s love each one will shine- Following Jesus’ command; *“Come, follow me,” Jesus said, “and I will send you out to fish for people.” (**Matthew 4: 19**)* St Andrew brought people to meet, to love and to learn from Jesus. In a similar way we help our children to follow Christian values, to receive the love of God, and to shine that love to others in His grace.

PART 1. STATEMENT OF INTENT

The Governing Body of St Andrew’s Church of England VC Primary School will strive to achieve the highest standards of health, safety, and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the school’s organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff a reference copy is kept in the *Headteacher’s Office*

This policy statement and the accompanying organisation and arrangements will be reviewed every 2 years.

This policy statement supplements:
Hertfordshire County Council's (HCC) Health and Safety Policy.
And underlies all relevant school policies with Health and Safety in them.

SIgned Signed

Anne Pulford **Chair of Governors**	Michael Speed **Headteacher**
Date	Date

PART 2. ORGANISATION

As the employer the Local Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.

At a school level duties and responsibilities have been assigned to staff and governors as detailed below.

Responsibilities of the Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day-to-day management of the school.

As a minimum these management systems should adhere to the LA's health and safety policy, procedures and standards as detailed on the H&S pages of the Hertfordshire Grid and follow the HSE's 'Managing for health and safety' (HSG65) (hse.gov.uk), namely:

- **Plan**-set the strategic direction for effective H&S management.
- **Do**-ensure management systems deal with risks sensibly, responsibly and proportionately.
- **Check**-monitoring and reporting processes are in place to ensure the school is compliant.
- **Act**-undertake a formal review of health and safety performance.

A Health & Safety Governor Neville Rees has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing body will receive regular reports from the Headteacher in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

HCC's Health and Safety Team, Tel: 01992 556478 healthandsafety@hertfordshire.gov.uk provide competent health and safety advice for Community, Community Special and VC schools.

Responsibilities of the Headteacher

Overall responsibility for the day-to-day management of health and safety in accordance with the LA's health and safety policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.

- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.

The task of overseeing health and safety on the site has been delegated by the Head to the Caretaker. Other staff, e.g. the School Office, may also be delegated responsibilities as appropriate.

Responsibilities of other staff holding posts of special responsibility
The Caretaker and School Office will:

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Head / Caretaker / School Office of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

Responsibilities of employees
Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.

- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Bobtails Pre-school

The day to day management of health and safety, repairs and maintenance within Bobtails Pre-school is the responsibility of the Centre manager, currently Keely Smith.

Where the centre has alternative procedures in place (e.g. for risk assessment, first aid provision etc.) the Centre manager will develop their own local health and safety arrangements in addition to, and sometimes separate to, those of the school (e.g. lockdown/fire evacuation procedures etc.). A site user group meeting occurs on a termly basis, with Health and Safety as a standing agenda item.

Superstar Sport after school club

The school is also the lead agency of the **SuperStar Sport after school club on site** and thus retains overall responsibility for H&S. The day-to day management of health and safety within the after school club is the responsibility of SuperStar Sport, under direction of the area manager, currently Julious Joseph and Nick Pool.

Where the Centre has alternative procedures in place (e.g. for risk assessment, first aid provision etc.) the Centre manager will develop their own local health and safety arrangements in addition to, and sometimes separate to, those of the school. For lockdown and fire evacuation the provider will follow school site procedures. Regular ‘drop in’ catch up meetings with the area managers help to maintain up-to-date procedures.

PART 3. LOCAL ARRANGEMENTS

Further detailed information and guidance on the LA's expectations are provided via Health and safety - Hertfordshire Grid for Learning (thegrid.org.uk)

Appendix 1	-	Risk Assessments
Appendix 2	-	Offsite visits
Appendix 3	-	Health and Safety Monitoring and Inspections
Appendix 4	-	Fire Evacuation and other Emergency Arrangements
Appendix 5	-	Inspection / Maintenance of Emergency Equipment
Appendix 6	-	First Aid and Medication
Appendix 7	-	Accident Reporting Procedures
Appendix 8	-	Health and Safety Information and Training
Appendix 9	-	Personal safety / lone Working
Appendix 10	-	Premises Work Equipment
Appendix 11	-	COSHH - Flammable and Hazardous Substances
Appendix 12	-	Asbestos
Appendix 13	-	Contractors
Appendix 14	-	Work at Height
Appendix 15	-	Moving, Lifting and Handling
Appendix 16	-	Display Screen Equipment
Appendix 17	-	Vehicles on site
Appendix 18	-	Lettings / shared use of Premises
Appendix 19	-	Minibuses
Appendix 20	-	Stress / Wellbeing
Appendix 21	-	Legionella
Appendix 22	-	School Swimming and pools
Appendix 23	-	Work Experience
Appendix 24	-	Infection Control

APPENDIX 1

RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the Headteacher and the Caretaker following guidance contained on the H&S pages of the Hertfordshire Grid and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally in the staff room in folders, where handwritten updates are made to printed copies of risk assessments, and also on T:/ Health and Safety / Risk Assessments, where reviewed and updated documents are held. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

As part of the review process previous versions of risk assessments are clearly dated and securely kept. Risk assessment records will be kept for a minimum of 5 years (any relevant risk assessments linked to pupil incidents and subsequent investigations will be retained for a minimum of 3 years after their 18th Birthday).

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by their line manager or by the Headteacher if needed.
Such risk assessments would be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the teachers involved or by the Subject Lead using the relevant codes of practice and model risk assessments detailed below.
Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use either the scheme of work or the lesson plan.

All LA schools have a subscription to CLEAPSS and their publications are used as sources of model risk assessment within Science, Art and DT.
See

- CLEAPSS technology site http://dt.cleapss.org.uk/;
- CLEAPSS science site http://science.cleapss.org.uk/
- CLEAPSS primary schools site http://primary.cleapss.org.uk/

In addition, the following publications are used within the school as sources of model risk assessments:

Primary schools

- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE] ISBN ISBN 978-0-86357-426-9
- Safe Practice in Physical Education, School Sport and Physical Activity 2024' Association of PE 'AfPE' http://www.afpe.org.uk/

APPENDIX 2

OFFSITE VISITS

HCC has adopted the Outdoor Education Advisory Panel's (OEAP) national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via https://oeapng.info/

Responsibilities of key roles are outlined by the OEAP here:
Visit leader
EVC
Headteacher

See HCC's policy for the management of Learning outside the classroom and offsite visits

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.

The school uses Evolve for offsite visits which are more 'remote' e.g. involve transport and thus immediate support from the school is unavailable. Relevant risk assessments, participant's names etc. will be attached electronically as required. The school also has a set of standard operating procedures and risk assessments for local learning areas (routine / low risk activities taking place near the school)

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s), the Deputy Headteacher, who will check the documentation and planning of the trip and if acceptable refer the visit for approval to the Headteacher.

HCC recommends that the EVC should attend training and refresher training every 3 -5 years.

The school policy for learning outside the classroom and offsite visits can be found in T:/Policies / Offsite visits

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A formal inspection of the site will be conducted on an annual basis and be undertaken / co-ordinated by volunteers from the School Governing Body and the Senior Leadership Team and is monitored by the Caretaker in the interim.

Inspections of individual departments will be carried out by Subject Leads or nominated staff.

As part of the formal inspection of the site, the person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher for collation. Responsibility for following up items detailed in the safety inspection report will rest with the Caretaker and the School Office.

A named governor Mr Neville Rees will be involved in monitoring the school's health and safety management systems on at least an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Advice and pro forma inspection checklists to assist the monitoring process can be found on the Grid.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

See Appendix 10 for details of monitoring premises compliance issues.

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken by a competent person and implemented following guidance contained in 'Fire safety risk assessment; Educational premises' and the Grid
The fire risk assessment is located in the School Fire Log file and will be reviewed on an annual basis.

Emergency Procedures
Fire and emergency evacuation procedures are detailed in school's emergency response plan and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular termly drills.

Evacuation procedures are also made available to all other users of the building (contractors / visitors/ hirers etc.).

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained as part of the school's emergency response plan by the School Office and updated to the LA via Solero.

The school has arrangements in place for the evacuation of people with specific needs and where required, the Headteacher is responsible for completing Personal Emergency Evacuation Plans (PEEPs) which are reviewed annually / sooner in the event of any significant changes.

Fire Drills

- Fire drills will be undertaken termly and results recorded in the fire logbook.

Fire Fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.
- Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use at induction.

Details of service isolation points (i.e. gas, water, electricity) can be found in the School Office in the Emergency Response Plan

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the School Office as appropriate, for consultation. (See COSHH Appendix 11)

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Headteacher and School Office is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire logbook located in the Headteacher's Office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Fridays at 7.30am.
Any defects on the system will be reported immediately to the alarm contractor / electrical engineer currently Lexicon Fire Systems
A fire alarm maintenance contract is in place with Lexicon Fire Systems and the system tested 6 monthly, as the system has a battery back-up by them.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks are undertaken to ensure that all firefighting equipment remains available for use and operational.
Blackaby Fire Extinguisher Services undertakes an annual maintenance service of all firefighting equipment.
Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the School Office who will arrange for Blackaby to attend.

EMERGENCY LIGHTING SYSTEMS

Emergency lighting will be checked for operation monthly in house and these tests recorded.
Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by Lexicon Fire Systems 01438 759255.

MEANS OF ESCAPE

Daily checks are undertaken for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

APPENDIX 6

FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities).

TRAINED TO FIRST AID AT WORK LEVEL (3 days /18 hrs):
As we employ under 50 staff it is not obligatory for us to have a staff member trained.

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 2 days/ 12 hrs):
E Mills (11/24), J Bugg (1/26), E. Sutcliffe (4/26), S Wright (4/26), S Felstead (6/26), S Webb (10/24) M Sovitch (1/27), D Cottiss (1/27), G Lovell (2/27), D McNaughton (09/28)
Refer to the Single Central Record for the most up to date list

For school based early years providers under the EYFS, at least one person who has a current Paediatric first aid certificate must be on the premises and available at all times when children are present and must accompany children on outings.

TRAINED TO EMERGENCY FIRST AID AT WORK (1 day / 6 hrs):
All staff working in school, updated every three years. Refer to Single Central Record for most up to date list.

OTHER TRAINING IN EMERGENCY FIRST AID [1] (6 hr):
None

First aid qualifications remain valid for 3 years. The School Office will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

FIRST AID BOXES/BAGS ARE LOCATED AT THE FOLLOWING POINTS:
In the Staff Room, in the Foundation Stage class rooms and in each classroom in the main building.

Elaine Sutcliffe is responsible for regularly checking (termly) that the contents of first aid boxes, (including travel kits) are complete and replenished as necessary.

[AEDs (automated external defibrillators) **ARE LOCATED AT THE FOLLOWING POINTS[2]:** the staff room. The School Office checks the AED on a monthly basis as per DfE guidelines (modern AEDs self-test and will indicate a problem via a warning light / audible alarm) We note the expiry on the pads and ensure that they are renewed accordingly. The Government provided Defibrillator is registered on The Circuit to ensure it is visible to local ambulance services. We are seeking advice from The Circuit for our other two defibrillators, as they could be out on trips on any given day.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils. No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 111) and, in the case of pupil with the parents/carers.
QE11 Welwyn Urgent Care Dept – 01438 314333

[1] Supplementary first aid training focussed on pupil needs and could include other specific risks e.g., sports first aid for PE staff etc.

[2] See DfE guidance on AEDs defibrillator provided to all schools without one by end of 22/23 academic year. The Circuit has been updated with School opening times.

Administration of medicines
All medication will be administered to pupils in accordance with the DfE document Supporting pupils at school with medical conditions. Detailed arrangements are provided in a separate school policy.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

The School Office is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.
Records of administration will be kept in the Staff room and monitored by Elaine Sutcliffe.

All non-emergency medication kept in school is securely in a lockable cupboard in the Staff Room, with access strictly controlled. Refrigerated meds are kept in clearly labelled containers within a lockable medical fridge, also in the Staff Room, with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in the class First Aid boxes and clearly labelled.

The school have chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed an inhaler and for whom parental consent for its use has been obtained. This emergency inhaler would be used if the prescribed inhaler is not available e.g., broken / empty. It is kept in the First Aid cabinet in the staff room.

The school have chosen to hold an adult and a junior emergency Adrenaline auto injector (AAI) e.g., EpiPen for emergency use on pupils who have been prescribed one and for whom parental consent for its use has been obtained. This emergency AAI would be used where their own device is unavailable or not working. They are kept in the First Aid cabinet in the staff room.

In the event of a possible severe allergic reaction in a pupil without a prescribed device / parental consent, emergency services (999) would be contacted and advice sought as to whether administration of the emergency AAI is appropriate. Consent forms are kept with the emergency medication.

Individual Health Care Plans (IHCP)
Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

IHCPs are in place for those pupils with significant medical needs e.g., chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrols / on diagnosis being communicated to the school and will be reviewed annually by Elaine Sutcliffe.

All staff are made aware of any relevant health care needs and copies of health care plans are available in T:/Healthcare Plans, and also on the child's record in our MIS, currently Arbor.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents to employees
Employees must report all accidents, violent incidents and near misses.
Where HCC is the employer then **all** employee incidents must be reported to HCC using the online accident/incident reporting system hosted on Solero.

Employee accident / incident forms are to be retained for a minimum of 3 years.

Accidents to pupils and other non-employees (members of public / visitors to site etc.)
For pupils, incidents are recorded in the class folder, or for the main school at playtimes, in the Medical Record folder at the First Aid station in the canopy. An accident book is also kept in the staff room and is used to record all minor incidents to non-employees. More significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

Parents / carers will be notified immediately of all major injuries.

Pupil / student accident forms are to be retained for a minimum of 3 years after their 18th Birthday.

All Accidents
All major incidents will be reported to the Headteacher and the Governing Body.

Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible. Any relevant learning points will be communicated to relevant staff and pupils / students.

Reporting to the Health and Safety Executive (HSE)
The Headteacher is responsible for ensuring all RIDDOR reportable incidents are reported.

Incidents involving a fatality or major injury (to employees see specified reportable injuries from HSE) will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923 and the Education Health and Safety team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system http://www.hse.gov.uk/riddor/

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc. within 10 days of the incident occurring.

- Employee absence or inability to carry out their normal duties as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays), within 15 days of the incident occurring.

See the HSE information sheet 'Incident reporting in schools' EDIS1 REV 3

For VC and Community schools any incident notified to the HSE must also be reported to the LA's Health and Safety Team.

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

Employees and/or their representatives will be consulted on all matters that affect their health, safety and welfare.

The Governors' Resources and SIMCE committees meet half termly and the full Governing Body meet termly, discussing health, safety and welfare issues affecting staff, pupils or visitors as a standing item. Action points from meetings are brought forward for review by school management.

Staff meetings take place early in each week for teaching staff and Health and Safety is a standing agenda item.

The school does not have a teaching Trade Unions appointed Safety Representative on the staff.

Communication of Information

Information and guidance on how to comply with the LA's health and safety policy is given via the H&S pages of the Grid .

The Health and Safety Law poster is displayed in the staff room and in the Early Years foyer.

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, Community Special and VC schools.

Health and Safety Training

All employees will be provided with:

- a copy of and induction training in the requirements of this policy.
- update training in response to any significant change.
- training in specific skills needed for certain activities (e.g., use of hazardous substances, work at height etc.) matched to their work and responsibilities
- refresher training where required.

Any new instructions or restrictions will be communicated to all staff in writing via email, via staff meetings and recorded in minutes and highlighted as part of the standard cycle of policy review.

Training records will be kept by the Headteacher in T:/ Health and Safety/ Training Overview
The School Office is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.

Each member of staff is also responsible for drawing the Headteacher's / line Manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 9

PERSONAL SAFETY / LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Headteacher. These incidents will also be reported to the Local Authority. The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

Lone working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

Staff working outside of normal school hours must obtain permission of the Headteacher and must sign in and out of the school premises.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g., access to a telephone or mobile phone etc.

For staff conducting home visits, even though staff are ALWAYS in pairs, control measures include: mobile phone contact, notifying the School Office of the visit details, expected time of return / end time and arrangements for contacting etc. Where there are known risks which may affect staff safety staff should not visit alone.

School staff responding to alarm call outs

Nominated key holders attending empty premises where there has been an alarm activation should enter only with a colleague or with Arena Security. They should not enter the premises unless they are sure it is safe to do so. The school employs an out of hours key holder service – Arena Security, 0800 389 1494 or 01462 481811 who will attend if the alarm is activated.

APPENDIX 10

PREMISES AND WORK EQUIPMENT

All staff are required to report to the School Office any problems found with the premises or plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Where premises defects are identified, a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

The School Office is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training is currently ladders and power tools. Power tools are only used by the Caretaker and a risk assessment is in place. All staff received ladder safety training via a leaflet most recently distributed in November 2023.

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors.
Oversight of premises compliance issues is the responsibility of the Caretaker and the School Office. This is achieved by the use of the HCC compliance tracker. Last updated Nov 23.

Curriculum Areas
Subject Leads are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety
The Electricity at Work Regulations 1989 require electrical equipment in the workplace to be maintained, regardless of ownership (eg. employee-owned, leased or hired). All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Damaged / defective equipment must not be used and will be reported to the School Office.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in).
All earthed equipment (class 1) and cables attached to such equipment will be tested annually.
This inspection and testing will be conducted by Plowright Hinton Ltd annually, each October. Last test 16/10/23.

The School Office is responsible for keeping an up-to-date inventory of all relevant electrical appliances via the last year's PAT test and Parago and for ensuring that all equipment is available for testing.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

An electrical installation condition report (fixed wire test) will be conducted by the Business Manager, on a maximum of a 5-year cycle.
Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

PE and External play equipment
External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use by staff before use for any apparent defects, and the Caretaker will conduct and record a formal termly inspection of the equipment.

PE and Play equipment are also subject to an annual inspection by John Harrison Inspections. Last check 03/02/23

APPENDIX 11

COSHH (FLAMMABLE AND HAZARDOUS SUBSTANCES)

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the ***"Control of Substances Hazardous to Health Regulations 2002"*** (COSHH Regulations).

Within curriculum areas (in-particular science and DT) Subject Leads are responsible for COSHH and ensuring that an up-to-date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is the School Office.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all substances are appropriately and securely stored out of the reach of children.
- all substances are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Records of exposure to hazardous substances in the workplace should be kept for up to 40 years

PPE
All staff required to wear PPE will be provided with suitable information, instruction and training in its use and will use PPE provided accordingly, reporting any defects to their manager.

Where persons may be affected by their use on site, the School Office is responsible for ensuring that COSHH assessments are available from contractors *(this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).

APPENDIX 12

ASBESTOS

An asbestos survey, register and management plan is in place for the school in accordance with HCC's asbestos policy. The school's most recent asbestos management survey was conducted in Feb 2020. The school's asbestos log (including school plans, asbestos survey data and a site-specific register and management plan) is held in the School Office.

The Headteacher will ensure that **all** school staff (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g., affixing anything to walls without first obtaining approval from an Asbestos Authorising Officer. (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos authorising officers and the area immediately evacuated and closed / locked off. (The school has an incident procedure for dealing with an unplanned disturbance of asbestos-containing materials see https://thegrid.org.uk/Restricted-assets/asbestos-incident-management-july-2023.pdf)

Professional advice will be sought and details of the incident reported to HCC's asbestos team asbestos@hertfordshire.gov.uk.

The school's asbestos authorising officers are Caretaker – Trevor Griffin, Headteacher Michael Speed and Business Manager Catherine Moorcroft and refresher training is required 3 yearly.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g., boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Headteacher / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum) as part of the school's asbestos management plan.
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g., areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).
- The school's asbestos management plan is kept up to date, reviewed annually and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via asbestos@hertfordshire.gov.uk.
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

APPENDIX 13

CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the School Office where they will be asked to sign in and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Caretaker / the School Office is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

School managed projects

The Construction (Design and Management) Regulations 2015[3] applies to all building, demolition, repair

[3] Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the school's behalf.

and maintenance or refurbishment work.

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the School Office on the school's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at **Property contractors and consultants - Hertfordshire Grid for Learning (thegrid.org.uk)**
When considering the appointment of contractors outside of Hertfordshire
frameworks the School Office will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done.

Contractors will be required to provide a construction phase plan, risk assessments
and method statements detailing the safe systems of work to be used prior to
works commencing on site.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

APPENDIX 14

WORK AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a **task specific** risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

Storage above head height is minimised as far as possible, where this cannot be avoided only lightweight and rarely used items are stored there.
When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them.
Basic instruction is provided to all staff who use ladders / stepladders.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. Caretaker. All staff have been sent LA455 - The Ladder Association. Copy also available in the staff room.

The establishments nominated person(s) responsible for work at height is: Trevor Griffin – Caretaker.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised.
- the use of access equipment is restricted to authorised users.
- all those involved in work at height are trained and competent to do so.
- the risks from working at height are assessed and appropriate equipment selected.
- a register of access equipment is maintained, all equipment is regularly inspected and maintained with any defective equipment taken out of use until repaired / replaced.
- any risks from fragile surfaces is properly controlled.

APPENDIX 15

MOVING, LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.
Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to the School Office and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling
All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people (hoists, slings etc.) is subject to inspection on a 6 monthly basis by a competent contractor.

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, as a significant part of their normal work *(significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g., admin / office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available via the Grid

APPENDIX 17

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / carers when bringing children to school or collecting them.
Access to the school must be kept clear for emergency vehicles.

The school has four entrances, two vehicular and two pedestrian. The vehicular access to the Infant playground is only used by vehicles under strict supervision and on specific occasions. However, the staff car park gates are, by necessity, also children's pedestrian access. All due care must be taken to ensure the safety of those passing through this entrance. There are a number of practices to maximise safety, e.g.: marked pedestrian route across the bottom end of the car park, reminders in school newsletter, periodic attendance of the caretaker at the vehicular gate to monitor, and road safety awareness for the children.

We are currently seeking designs / quotes for a capital project to heighten perimeter fencing and to install a powered access gate for vehicles only.

A risk assessment is in place for pedestrian / vehicle segregation.

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the School Office, following HCC guidance, and are overseen by the Governors' Resources committee.

They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire. (See *Hiring agreements and third party access - Hertfordshire Grid for Learning (thegrid.org.uk)*)
Relevant public liability cover must be in place and checked by the school.

The school will provide hirers with a site induction to ensure they are clear on emergency procedures and any specific risks or restrictions relating to the use of the site.

A risk assessment (proportionate to the activity) will be completed before the event, the school reserves the right to impose restrictions in order to ensure health and safety.

The school has a Lettings Policy (next review date: Autumn term 2024) that details any specific restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, emergency lighting, public entertainment license etc

APPENDIX 19

MINIBUSES

This is not applicable at the present time. If, however, it were to become relevant in the future, the School Office would maintain a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence via the DVLA. [4]

[4] All drivers must be over 21 and hold a full Category B (car) licence, non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

APPENDIX 20

STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors in line with the HSE management standards

The school will

- demonstrate good practice through a step-by-step risk assessment approach, ensuring the systems in place to support school staff are reflected in a risk assessment.
- allow assessment of the current situation using pre-existing data, staff surveys etc.
- promote active discussion with staff and their UNION representatives, to help decide on practical improvements that can be made

The school's wellbeing / mental health lead[5] is the SENCO.

The school has signed up to the DfE's education staff wellbeing charter, which sets out commitments to the wellbeing and mental health of everyone working in education.
Education staff wellbeing charter - GOV.UK (www.gov.uk)

Systems in place within the school for responding to individual concerns and monitoring staff workloads include: Performance Management, mentoring through line management, membership of an Employee Assistance Programme, (currently Vivup) , further info found at:https://thegrid.org.uk/human-resources/employee-support-wellbeing-and-benefits/employee-assistance-programme and use of the Schools Advisory Service and access to HCC's Occupational Health facility (currently through UKIM). Information for staff to contact these agencies is available in the staff room and in the adult toilets.

[5] **consider suitable training for this role such as mental health first aid training or senior mental health training** The DfE have a grant application process to train a senior mental health lead in schools. See guidance on how to access and apply for your grant. senior mental health training lead guidance.
This is a whole school approach with one of the learning outcomes being on staff development / supporting staff with their own mental wellbeing and the importance of staff looking after their own mental health.

APPENDIX 21

LEGIONELLA

A water risk assessment of the school has been completed on 10/09/2021 by Nemco Utilities.
Trevor Griffin - Caretaker is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water logbook.

This risk assessment will be reviewed on a regular cycle (every two years) and specifically where whenever there is reason to suspect it is no longer valid, e.g., significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are undertaken and recorded.

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water).
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods).
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers.
- Quarterly disinfection / descaling of showers.
- St Andrew's no longer has a stored cold water tank either in EY or on the roof of the main school.

All records relating to the management of Legionella must be kept for 5 years.

Water sampling for bacteria levels is undertaken by Nemco according to their schedule.

APPENDIX 22

SCHOOL SWIMMING

Primary school swimming in public / secondary schools
These will be planned as an offsite visit in line with the school's policy.
The school will obtain a copy of the pool's standard operating procedure (PSOP), sometimes referred to as a normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition, the school will obtain assurance over:

- The level of training of the swimming teacher(s) (Swim England level 2 Teaching Swimming (formerly ASA level 2)).
- Pupil / swimming teacher ratios.
- Rescue / lifeguard provision provided.
- Changing provision / arrangements

St Andrew's C of E (VC) Primary School does not have a swimming pool on site.

APPENDIX 23

WORK RELATED LEARNING

Secondary level only

APPENDIX 24

INFECTION CONTROL

The school follows UKHSA guidance **'**Health protection in education and childcare settings' and the recommended exclusion periods for specific infectious diseases detailed in this guidance.

Risks for new and expectant mothers will be assessed and reviewed frequently, they will be notified of any known cases of infectious diseases that they may have been in contact with and that can affect pregnancy eg. chickenpox, measles, rubella, slapped cheek etc. in order that they can seek medical advice.

In the event of an outbreak the school will review and reinforce existing baseline infection prevention and control measures.

This will include:

- encouraging all staff and students who are unwell not to attend the setting.
- ensuring all eligible groups are enabled and supported to take up the offer of national immunisation programmes including coronavirus (COVID-19) and flu
- ensuring occupied spaces are well ventilated and let fresh air in
- reinforcing good hygiene practices such as frequent cleaning
- considering communications to raise awareness among parents and carers of the outbreak or incident and to reinforce key messages, including the use of clear hand and respiratory hygiene measures within the setting such as E-Bug

Specialist advice from UKHSA East of England Health Protection Team will be sought in the event of any outbreak or serious or unusual illness as listed in Chapter 4 of 'Health protection in education and childcare settings' for example

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or diarrhoea and vomiting.
- evidence of severe disease due to an infection, for example if a pupil, student, child, or staff member is admitted to hospital.
- more than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever.